

Qualification highlights

- Leader and manager in Federal Government for 15 years in areas of policy, budget, human resources, regulatory development, and strategic planning.
- International negotiator for US government: initiated international agreements on environmental policy that reached global impact, such as removing lead from gasoline, and launching international children's environmental health.
- Principal of private consulting firm providing services to international organizations, federal and local governments, and non-governmental organizations.
- Member, United Nations Delegation, UN General Assembly Special Session
- Author of policy and technical publications on environmental health.

MANAGEMENT POSITIONS

Chief, Human Resources and Operations, Office of Pesticide Programs, EPA (2015-present)

- Established new center of excellence for workforce support to office of 700 employees.
- Improved customer service and employed technologies to facilitate human resources processing and tracking.

Chief, Policy and Regulatory Development, Office of Pesticide Programs, EPA (2010-2015)

- Finalized 14 regulations on pesticides in five years that led to increased transparency, more level playing fields for small businesses, and improved protection of human health and the environment.
- Appointed by Assistant Administrator as lead for environmental justice; member of environmental justice steering committee and lead for strategy development.

Director, Children's Health Protection Division, Administrator's Office, EPA (2008-2010)

- Served as acting office director, April – August 2010.
- Developed multi-office budget initiative benefiting regions with 22 FTE and \$7M.

Principal, Private Consulting Group (2002-2008)

- Expert consultant on environmental health policy for clients such as World Health Organization and NAFTA Commission on Environment.
- Negotiated \$3 million supply schedule contract with GSA.

Associate Director, Office of Science Coordination Policy, Office of Chemical Safety and Pollution Prevention (1999-2001)

- Formed the new Office of Science Coordination Policy to combine science and policy expertise on chemical safety to support the Assistant Administrator.
- Prepared EPA Administrator as US signatory on the Treaty on Persistent Organic Pollutants, drafted speech and cleared with White House.

EXECUTIVE CORE QUALIFICATIONS

LEADING CHANGE

As appointed environmental lead for the US on the Group of Eight (G-8) major trading partners, I implemented an EPA Administrator directive to propose a new topic of environmental impacts on children for a forthcoming environment ministerial. I had five months from the start of this assignment until the ministerial and little support for the theme from other nations.

- I drafted and negotiated the "Declaration of the Environment Ministers of the Eight on Children's Environmental Health." This served to form a negotiating instrument and focus discussion.
- I coordinated with leaders designated by Assistant Administrators across EPA to outline US interests and create a declaration that proved both technically feasible and politically savvy.
- I reached out to the World Health Organization for expert advice, and built support by learning unique interests of each country.
- Within five months I delivered the declaration to the Administrator for the G-8 environment ministerial. I responded on-scene to ministers' request for implementation actions.
- The G-8 Heads-of-State affirmed the declaration in their summit communique which led to global attention and action on the issue.
- Based on the Declaration, the World Health Organization launched a worldwide initiative, Healthy Environments for Children, at a subsequent World Summit on Sustainable Development. The program continues to conduct studies, publish results and make recommendations to countries.
- The Administrator used the G-8 international success to bolster her establishment of a new Office of Children's Health Protection at EPA. She awarded me a Silver Medal.
- The Declaration served as a foundation for several worldwide initiatives. One, a cook stove project to improve indoor air quality, recently earned the Presidential Merit Award, given to an EPA employee.
- The G-8 environment ministerial and its resultant Declaration gave worldwide political impetus to improving environments which continues to save millions of children's lives every year. Many publications by the World Health Organization calculate the life, wellness and cost savings that result from this initiative.

LEADING PEOPLE

In 2015, the Director, Office of Pesticide Programs, EPA, appointed me to establish a new center for human resources to support the 700-strong workforce. In some cases against will, human resources professionals were reassigned to the center, expanding a team of three to a team of twelve, some with no related work experience. Upon my arrival, senior executives were dissatisfied with human resources support both within the office and across the agency. There were over 100 lingering personnel actions and numerous unaddressed detail assignments and temporary promotions, plus cash and time-off awards to process with a looming deadline. Across the agency, personnel

actions had backlogged significantly and were further delayed when the Office of Personnel Management information systems were hacked.

- I set forth a quick turn-around plan to "change the buzz" about the center from complaint to complement. Within one month and continuing today, feedback is positive.
- I set performance expectations and a standard of excellence in customer service for my staff and forwarded commendations when our work was praised.
- I modeled values of teamwork, fairness and respect, and scheduled regular one-on-one generals and bi-weekly branch meetings, to establish good communication.
- I met with senior executives to learn their expectations of the center and responded to their requests by creating "one-stop shopping" to meet all personnel needs through the human resources cycle.
- To implement an integrated and strategic human resources system, I created a matrix with staff that outlined process and functions and built in customer goals, timelines, and targets. I used the work plan to support Performance Appraisal and Review agreements.
- I worked with information technology experts to create a SharePoint based personnel action request system that anyone in the office could use and, in less than one minute, submit a request for any personnel action, from new recruit to name change. The system automatically populated a database from which my team leader assigned work. The system automatically emailed the requestor when a lead was assigned and as progress was made on the action. The system provided access to review status of the action on an as-needed basis, 24/7.
- Within 6 months, senior executive Division Directors recommended the center be made permanent, which was finalized by the Office Director after the one-year pilot.
- Overall, the Human Resource Center of Excellence completed more than 1300 personnel actions and more than 1000 performance awards in its first year. I established standardized operating procedures to guide our work and achieve consistency, and developed a library of position descriptions to increase efficiency for new recruit actions.
- My leadership brought 68 recruit actions to completion within one year; I announced 25 merit promotions to GS-14 or 15, 22 of which were advertised simultaneously across 11 announcements. I advertised 4 large term employment announcements and 4 large Pathways Recent Graduate announcements to hire 80 term employees.
- I utilized an array of creative hiring authorities to include: creating job announcements that could serve several divisions at once, hiring Pathways interns designed to promote diversity, appointing through Schedule A for people with disabilities, appointing returned Peace Corps Volunteers, and transfers from other agencies.
- Instead of 9 staff, one each division, the office of 700 is now supported with 6 personnel specialists who fully back each other. The center provides a full array of personnel services to employees, from start to finish in their federal careers.

Our excellent customer service, efficiencies, effectiveness and dedication offer a better service at lower cost.

- I received an Outstanding performance rating and a special act cash award, and was subsequently selected to serve as Senior Advisor to the Deputy Office Director, overseeing personnel, budget, office operations, and high visibility project.

RESULTS DRIVEN

As the Branch Chief responsible for policy and regulatory development in the Office of Pesticide Programs (2010-2015), I was responsible for regulatory and policy development at a time when environmental regulation was low priority compared to other important congressionally mandated actions. Many draft regulations had lagged for years, losing momentum and lacking management interest.

- I led a concerted effort to strengthen the connection between regulations and office mission, created a decision-making matrix for senior executives, recommending priorities based on importance, interest and other factors.
- On a quarterly basis I convened a regulatory status meeting with senior executive leadership to provide update on the rules, highlighting issues that had arisen, and reaffirming target dates. At fiscal year-end, I used the meetings as planning sessions to inform and influence investment decisions.
- I increased product quality through establishing a new function in my branch for a Senior Regulatory Advisor to ensure consistent and quality products and continuously meet expectations of excellence throughout the Agency's action development process.
- I completed all of the projected milestones for regulations, brought 14 rules to final publication, and proposed 8 new rules.
- The rules set forth transparency and leveled the playing field, in particular for small businesses. They communicated with the public and the regulated community how we conducted our studies, what data we required, and how we implemented the laws to protect human health and the environment.
- The longer term results ease trade and commerce, protect people, and safeguard the environment.
- As a result of my efforts, I was appointed by the Deputy Assistant Administrator to an Agency-wide workgroup that presented recommendations to the Executive Management Council on improving regulatory effectiveness in EPA.

BUSINESS ACUMEN

In 2002 and until 2008, after 16 years in federal service, I launched a sole proprietorship expert consulting firm to assist international organizations and national governments in the areas of environmental and health policy, and organizational development. I negotiated contracts, marketed my company, collaborated with other companies, and contributed internationally to improve environmental health. My goal was to improve human health and child survival by influencing national level government policy around the world to improve the environment.

- I initially accessed assistance from the Small Business Administration and formulated a business plan, identified clients, created a marketing strategy, and set up business accounts.
- I developed client relationships with the World Health Organization, the Pan American Health Organization, the NAFTA Commission for Environmental Cooperation, EPA, and the National Institute of Environmental Health Sciences.
- With three years of proven success in my consulting firm, I negotiated a General Services Administration supply schedule contract for \$3 million under Mission Oriented Business Integrated Systems (MOBIS), facilitating my access to contracts with the Federal government.
- I was sought by large contracting companies to bid government contracts and helped earn a large mission support contract with a government agency. As a result, I accepted a position of Vice President for one contracting company where I led development and customer service.
- I became familiar with the many ways to identify opportunities to engage with the Federal government. Through the FedBizOpps data base of solicitations to creating Blanket Purchase Agreements, I mastered the business side of contracting with government.
- At the US government fiscal year-end, I negotiated ten work assignments per week and negotiated with the Contracting Officer Representatives. I became savvy on pricing and usually proposed on or under client budget.
- In one year, the contracts I brought in valued over \$750,000, and I administered more than 50 contracts concurrently.

BUILDING COALITIONS

In EPA's Office of International Activities, I was successful in influencing removal of lead from gasoline through international accord. I was principal for the environment in preparatory work for the Presidential *Summit of the Americas* and led advance work with Central American nations. I seized the opportunity to build coalition around removing lead from gasoline in Central America which grew into broader hemispheric agreement.

- I researched the Administrator directive to eliminate lead from gasoline, gained facts from EPA experts, and coordinated with an environmental attorney.
- The five Central American nations invited me to an environmental meeting in advance of the Summit of the Americas where I proposed elimination of lead from gasoline.
- Central American nations had concerns about vehicle fleets, costs, and health impacts, which I researched through EPA experts and responded.
- I provided evidence that demonstrated the important health benefits from reduced lead exposure.
- Central American countries agreed to eliminate lead from gasoline in the resultant *Central American-United States Agreement on Sustainable Development*, called by its Spanish acronym, *CONCAUSA*.
- I brought *CONCAUSA* to the preparatory meetings for the *Summit of the Americas* and, using the coalition of Central American nations, convinced all of the Americas to agree to lead elimination from gasoline.

- In subsequent years other groups of nations around the world committed to eliminating lead from gasoline. Only a handful of nations worldwide still permit leaded gasoline for general retail sale.
- Through a coalition with Central America and later among nations of the western hemisphere, I pushed forward an agreement to eliminate lead from gasoline worldwide. This significantly reduces lead exposure in people which has and continues to benefit the health and mental development for billions of children around the world.

OTHER PROFESSIONAL POSITIONS HELD

- International Activities Specialist, EPA, Office of International Affairs (1992-1999)
- Program Analyst, EPA, Office of the Comptroller, Budget Division (1988-1992)
- Volunteer, United States Peace Corps, Costa Rica (1985-1987)

PROFESSIONAL AFFILIATIONS/HONORS/AWARDS:

- Assistant Administrator Certificate of Achievement for guidance on incorporating environmental justice in rule-making (2015)
- Administrator Bronze Medal for tracking progress on children's health (2015)
- EPA Recognition Award on children's environmental health (2005)
- Administrator Silver Medal for international leadership on children's environmental health (1997)
- OCFO Bronze Medal for Accounting Integrity (1995)
- Pan American Health Organization environmental quality team award (1995)

EDUCATION AND SPECIALIZED TRAINING

- Bachelor of Arts, Business Administration, German, Swedish (1984)
- Master of Arts, Economics (1994)
- Federal Executive Institute, Leadership for a Democratic Society (2010)
- OPM Extraordinary Leadership (2013)
- 4-month immersion Spanish language training (1985)

PUBLICATION EXAMPLES (name removed)

Atlas of Children's Health and the Environment. Washington: Pan American Health Organization, 2011. http://www.paho.org/hq/index.php?option=com_content&view=article&id=6533&Itemid=39400&lang=en

(named as author). *National Profiles on Children's Health and the Environment*. Geneva: World Health Organization, 2005. <http://www.who.int/ceh/profiles/natprofiles/en/index.html>

Pronczuk-Garbino, M.D., J, ed. *Children's health and the environment: A global perspective*. Section V, Ch. 20. "Taking Action" Boese-O'Reilly, S. and (named as co-author). Geneva: World Health Organization, 2005.

